

ADMINISTRATIVE SERVICE (PROCUREMENT MANAGEMENT DIVISION and GENERAL SERVICES DIVISION)

Name of Payee: Nazaraine Printing Services
 Title of Project: 1,000 ppc. Customized PBM lanyard
 Contract Cost: 49,000

CHECKLIST OF DOCUMENTS

REMARKS

Checklist of documents forwarded to Finance Service for:

A. FUNDING (OBLIGATION AND CAF)

1. ☒ Purchase Request/ APP
2. ☒ Pre-Inspection Report
3. ☒ Obligation Request and Status
4. ☒ Eligibility Documents of Suppliers
5. ☒ Purchase Order/Contract
6. ☒ Request for Price Quotation
7. ☒ Abstract of Quotation
8. ☒ Notice of Award
9. ☒ Notice to Proceed
10. ☒ Distribution List
11. ☒ Other Documents, if any.

RIS

Received checked items:

S. Naraine
 Print Name & Signature

5/6
 Date and Time

B. PROCESSING OF PAYMENT (DV)

1. ☒ Obligation Request and Status
3. ☒ Pre-Inspection Report
4. ☒ Inspection and Acceptance Report
5. ☒ Delivery Receipt
6. ☒ Sales Invoice/Statement of Account
7. ☒ Warranty/Guaranty Certificate
8. ☒ Purchase Request / APP
9. ☒ Purchase Order/Contract
10. ☒ Request for Price Quotation
11. ☒ Abstract of Quotation
12. ☒ Notice of Award
13. ☒ Notice to Proceed
14. ☒ Distribution List
15. ☒ Certificate of Acceptance from End-user
16. ☒ F&SMI (Report of Supplies and Materials Issued)
17. ☒ RIS (Requisition and Issue Slip)
18. ☒ ICS (Inventory Custodian Slip)
19. ☒ PAR (Property Acknowledgement Receipt)
20. ☒ WMR (Waste Material Report)
21. ☒ Other Documents, if any.

5/2/19

Received checked items:

Print Name & Signature

Date and Time

C. ADDITIONAL DOCUMENTS, if any

Received checked items:

Print Name & Signature

Date and Time

NON-VAT Reg. TIN: 192-472-629-000

№ 0183

SC/PWD Signature:

Printer's Accreditation No. 038MP2013-0000000002
Date Issued: 12-18-13

Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Trunkline: 657-3300 | TeleFax No. 7354979

PURCHASE ORDER NO. 2019-047

Supplier: NAZARINE PRINTING SERVICES	Date: April 22, 2019
Address: #1862 Claro M. Recto Ave., Sampaloc, Manila	Mode of Procurement: Small Value Procurement
TIN:	

Gentlemen:

Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your

Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery: DBM Building III	Delivery Term: Within 15 calendar days upon receipt of Purchase Order
Date of Delivery: Within 15 calendar days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	PC	Purchase of 1,000 Pieces of Customized DBM Lanyard	1000	₱49.00	₱49,000.00

(Total Amount In Words)

Five Hundred Sixty-Nine Thousand and Seventy-Six Pesos

₱49,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme:

Florida Fuaco
Signature over Printed Name of Supplier

5-5-19
Date

Very truly yours,

THE
THE MARIE CORINNE F. PALARCA
Director IV, Administrative Service
Authorized Official
(Representing End User)

Funds Availability Certified by:

Esperanza Q. Ignacio
ESPERANZA Q. IGNACIO
Chief Accountant

OS No : 02/01/01/2019-05-196
Amount : ₱49,000.00
Date : 5/6/19

Distribution of Copies:

// Original copy for the Supplier's Conforme
// Agency's Central Supply and Property Section for file
// COA Auditor



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

April 22, 2019

FLORIDA P. FUASO

Nazaraine Printing Services
#1862 Claro M. Recto Ave.,
Sampaloc, Manila

Dear **Ms. Fuaso**:


We are pleased to inform you that the project "*Purchase of 1,000 Pieces of Customized DDM Lanyard*" is hereby awarded to your company in the amount of Forty-Nine Thousand Pesos (P49,000.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


THEA MARIE CORINNE F. PALARCA
Director IV, Administrative Service 


5-8-19



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

April 22, 2019

FLORIDA P. FUASO

Nazaraine Printing Services
#1862 Claro M. Recto Ave.,
Sampaloc, Manila

Dear **Ms. Fuaso**:


Per attached Purchase Order No. **2019- 047**, we hereby notify you that your Office may proceed with the delivery of the project "*Purchase of 1,000 Pieces of Customized DBM Lanyard*", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,


THEA MARIE LORRAINE F. PALARCA
Director IV, Administrative Service *m*

 5-8-19

Conforme / Date

**OBLIGATION REQUEST AND STATUS**

Department of Budget and Management

Serial No. : 02-101101-2019-05-000796
Date : 05/06/19
Fund Cluster: 01
01-00001-1M-1019-09-00092

0796

Payee :	NAZARINE PRINTING SERVICES			
Office :				
Address:	#1862 Claro M. Recto Ave., Sampaloc, Manila			
Responsibility Center	Particulars	MFO/PAP	UACS Object Code	Amount
AS	Payment for the Purchase of 1,000 Pieces of Customized DBM Lanyard	10000/0000/000	502039000	49,000.00

Po No. 2019-047

49,000.00

A. Certified : Charges to appropriation /allotment are necessary, lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature :

Printed Name : THEA MARIE CORINNE F. PALARCA

Position : Director IV, Administrative Service

Date : Apr 22, 2019

B. Certified : Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature :

Printed Name : EDEN D. PANGILINAN

Position : Head, Budget Division/Unit/Authorized Representative

Date : 5-06-19

C.**STATUS OF OBLIGATION****Reference****Amount**

Date	Particulars	ORS/JEV/Check/ ADA/TRA No.	Obligation	Payable	Payment	Balance	
			(a)	(b)	(c)	Not Yet Due	Due and Demandable
						(d)	(e)

ABSTRACT OF QUOTATIONS

Project Title: Purchase of 1,000 pcs. DBM Lanyard

ABC: Forty-Nine Thousand Five Hundred Pesos (Php 49,500.00)

Date: April 22, 2019

ITEM/DESCRIPTION			NAZARAIN PRINTING SERVICES		MPB PRINTSHOPPE		EC EXPRESS CARDS	
			366-4634		526-6604		273-0152	
Qty	Unit	Particulars	Unit cost	Total price	Unit cost	Total price	Unit cost	Total price
1000	pcs		49.00	49,000.00	50.00	50,000.00	95.00	95,000.00
Total Price			49,000.00		50,000.00		95,000.00	
Ranking			1		2		3	
Remarks			NAZARAIN PRINTING SERVICES, having the lowest calculated responsive quotation considered as the awardee.					

Prepared by:


 MA. CHARLENE R. CADIZ
 Administrative Officer II

Reviewed by:


 JOYCE D. LABAO
 OIC- Chief Administrative Officer

Approved by:


 THEA MARIE CORINNE F. PALARCA
 Director IV, Administrative Service



NAZARAINE PRINTING SERVICES

Address: #1862 Claro M. Recto Ave., Sampaloc, Manila, Philippines
 Cell No.: (0929)366-4634 • (0917)384-8816 • (0908)938-9352 | Tel. No.: 712-5051
 Email: nazaraine_printshop@yahoo.com.ph

DATE: April 8, 2019
 CLIENTS NAME:
 ATTENTION: MA. CHARLENE R. CADIZ
 TEL. NO.:
 FAX NO.:

WE ARE PLEASED TO FURNISH YOU HERewith OUR QUOTATION ON THE FOLLOWING ITEMS FOR YOUR CONSIDERATION AND APPROVAL, SUBJECT TO THE TERMS & CONDITIONS AS STATED BELOW:

DESCRIPTION	SIZE	QUANTITY	UNIT PRICE	TOTAL
Lanyard	1 inch	1,000 pcs	P 49.00	P 49,000.00
			Total	P 49,000.00

NOTE: THIS QUOTATION IS VALID FOR 30 DAYS ONLY

TERMS: 50% DP; 50% C.O.D

THANK YOU VERY MUCH FOR GIVING US THE OPPORTUNITY TO QUOTE ON YOUR REQUIREMENTS.
 HOPING WE COULD BE OF SERVICE WITH YOU.

VERY TRULY YOURS


 FLORIDA P. FUASO
 PROPRIETRESS

ACCEPTED AND CONFORMED BY:



MPB Printshoppe

805 S.H. Loyola St., Sampaloc Manila
Tel.: (02)526 6604 Cell. No. 0917-9666549

Customer's Name: Ma. Charlene R. Cadiz (Department of Budget and Management)

Address: _____

Contact Nos: Contact no. : 657-3300 loc. 3115

Email Add: mcadiz@dbm.gov.ph

QUOTATION


QTY	DESCRIPTION	UNIT PRICE	TOTAL
1000 pcs.	1" DIGITAL LANYARD	P50.00/each	P50,000.00

Terms and Conditions:

60% Deposit

40% Upon Completion

Looking forward for your favorable approval.
Thank you and More Power!
God Bless!


From: Mary Faith G. Revellame
MPB Printshoppe



EXPRESS CARDS ENTERPRISES CO.
24 Road B, Veterans Village,
Project 7, Quezon City
Tel No. 273-0152 Fax No. 729-6582
E-mail: excards_ent@yahoo.com
Website: www.expresscards.com.ph

Date: April 4, 2019

To: Ms. Ma. Charlene R. Cadiz
Administrative Officer II
Department of Budget and Management
Administrative Service - Procurement Management Division
Contact no. : 657-3300 loc. 3115
Email: mcadiz@dbm.gov.ph

QUOTATION

Quote #: 19089

Re: Quotation for Lanyard

Dear Ms. Cadiz,

In lieu, to your requirements we are pleased to submit herewith our price proposal for the following:

Qty	Unit	Description	Unit Value	SubTotal
1000	pcs	Lanyard Specs: * Material: Polycotton * Size: 1" * Design: One side print	95.00	Php 95,000.00
* nothing follows *				

Once signed, please Fax or e-mail it to the provided address.

Total Amount Php 95,000.00

Thank you for your inquiries. Should you have question regarding our quotation please contact us and we would be glad to discuss these in more detail.

Terms of Payment	Notes
<ul style="list-style-type: none">• 30 days upon receipt of item/s• Prices are subject to change without prior notice.• VAT Inclusive• Accepted payment: Cash/Company Cheque only. All Cheque payment should be payable to Express Cards Enterprises Co.• For Online Payment: Acct Name: Express Cards Enterprises Co. Acct No.: 363-000-7559 Bank: BDO (West Avenue Branch)	<ul style="list-style-type: none">• Quotation is valid only for 90 days from the date of the quotation and subject for reconfirmation.• Below P25,000.00 amount of purchase delivery charges will be added to your total order. Charges will apply depending on the location.• 50% will be charge from the P.O amount as service fee for P.O cancellation within 3 days after signing the confirmation* Production Lead Time: 20 Working Days upon receipt of P.O.

Please confirm your acceptance of this quote by signing this document

Prepared By:

Jenner delacruz
General Manager

Conforme By:

Print Name & Signature

Date

AS-HRMD-RIS



Department of Budget and Management
Agency

PR No: _____
SAI No: _____

Date: MAR. 15, 2019
Date

<i>Requisition</i>				<i>Issuance</i>	
Stock No	Unit	Description	Quantity	Unit Cost	Total Cost
	pieces	Customized DBM lanyard	1000	49.50	49,500.00
					-
					-
					-
		Total			49,500.00

Purpose: For issuance of DBM ID Accessories

Signature Printed Name Designation	Requested by:	Approved by:
	 LOURDES S. BAYATON-MONTE OIC-CAO, AS-HRMD	 THEA MARIE CORINNE F. PALARCA Director IV

REPUBLIC OF THE PHILIPPINES
Department of Budget and Management
General Solano Street, San Miguel, Manila



REQUISITION AND ISSUE SLIP

Entity Name : Department of Budget and Management
Division/Unit : HRMD
Office : AS
Requisition

Fund Cluster :
Responsibility Center Code :
RIS No. : AS

Stock No.	Unit	Description	Quantity	Stock Available?		Issue Quantity	Remarks
				Yes	No		
	pc	Customized DBM lanyard	1000				

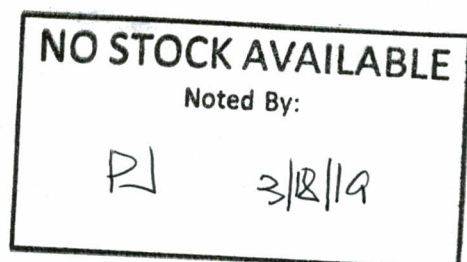
Purpose: for issuance of DBM ID accessories

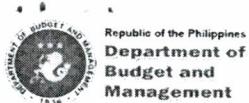
Requested by:
Signature :
Printed Name : LOURDES S. BAYATON-MONTE
Designation : OIC-CAO, AS-HRMD
Date : 03/15/2019

Approved by:
THEA MARIE CORINNE F. PALARCA
Director IV

Issued by:
JAMES CRISTOFER I

Received by:
JANN CRIZTOFER I
Admin. Officer I





MA. CHARLENE R. CADIZ <mcadiz@dbm.gov.ph>

BTMS error

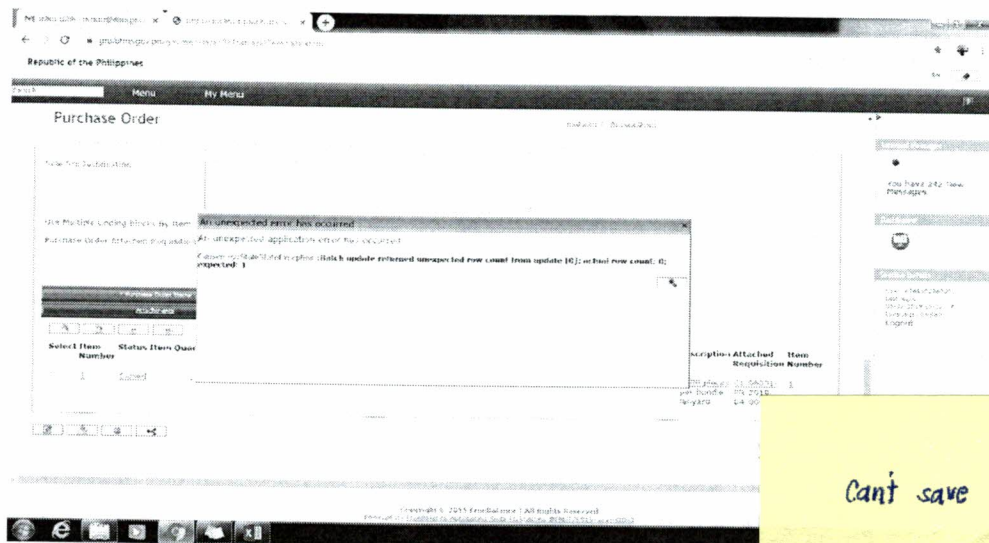
MA. CHARLENE R. CADIZ <mcadiz@dbm.gov.ph>
To: BTMS Helpdesk <helpdesk@btms.gov.ph>

Fri, May 3, 2019 at 11:36 AM

Hi,

This is to report an error I encountered in saving data in a Purchase Order. Kindly see screenshot below.

Thanks.



Can't save data in the Purchase Order in BTMS due to an error. Was advised by BTMS to proceed manually first.

Thanks.

c/o Justin Galgana



Ma. Charlene R. Cadiz
Administrative Officer II
Department of Budget and Management
Administrative Service - Procurement Management Division
Contact no. : 657-3300 loc. 3115

No. of Day/s Completed: